

## **FUTURE BUSINESS EXECUTIVE**

This event honors outstanding PBL members who have demonstrated leadership qualities, participation in PBL, executive potential, and evidence of knowledge and skills essential for successful careers in business.

### **COMPETENCIES**

This event consist of four (4) parts:

#### **Letter of Application and Resume**

Participants will submit an application letter and resume as if they were applying for employment in a position of their choice. This position must be one that they are currently qualified for or that they will be qualified for at the end of the current academic year. The letter of application and resume must be composed prior to the State Leadership Conference and submitted with the entry form.

#### **Writing Exercise**

Participants will compose a handwritten exercise (in ink) not to exceed one (1) page. The exercise may include a typical business memo, letter, or other business correspondence.

#### **Objective Test**

The written objective test may include questions on management, accounting, business law, economics, finance, communication techniques, marketing, computer concepts, PBL knowledge, organizational development, and parliamentary procedure.

#### **Interviews**

Six participants who rank the highest on the written test will be scheduled for a simulated interview.

### **ELIGIBILITY**

Each chapter may enter two (2) participants who are members of an active local chapter and is on record as having paid dues by **March 1** of the current school year.

Members who are, or have been, enrolled in a graduate program as of December 1 of the current school year are not eligible to participate in the competitive events program.

### **REGULATIONS**

1. An entry form must be mailed to the state office postmarked no later than the designated deadline.
2. Participants must be selected in accordance with the regulations of the state chapter and the national association.
3. Participants must not have entered either of these events at a previous State Leadership Conference.
4. Participants failing to report on time for the event may be **DISQUALIFIED**.
5. The participant must submit along with the entry form three (3) copies of the following items:
  - a. A one-page letter of application (original or copy) for a position for which the applicant is currently qualified, addressed to a specific person and company.
  - b. A brief resume (original or copy) not to exceed two (2) pages. Photographs are not allowed.

**REGULATIONS** (continued)

6. All copies of the above materials must be submitted in single, standard file folders. (Submit three (3) folders with sets of the letter of application and resume.) The tabs of the folders must be labeled with the participant's name, chapter, and event title. Include the participant's name on all pages submitted.
7. Participants failing to submit the materials by the state deadline will be **DISQUALIFIED**.
8. A deduction of up to ten (10) points will be made from the score of participants who submit materials by the stated deadline but do not adhere to the event guidelines for submission of proper materials.
9. No other materials may be submitted to the judges.
10. The letters of application and resumes must be prepared by student members, not advisers. State and local advisers should serve as consultants to ensure that the letters of application and resumes are well organized, contain substantiated statements, and are written in a business style.
11. Participants must adhere to the dress code established by the Board of Directors or penalty points will be deducted on the performance rating sheet.

**PROCEDURES**

This event consists of four (4) parts: submission of a letter of application with resume, composition of a written exercise, completion of an objective test, and participation in a simulated interview.

**Letter of Application and Resume**

- ✎ A letter of application and resume must be submitted as previously listed under COMPETENCIES and REGULATIONS.

**Writing Exercise/Objective Test**

- ✎ The thirty-minute (30) writing exercise will be given prior to the objective test.
- ✎ A one-hour (1) written objective test will be administered based on the previously listed COMPETENCIES.
- ✎ Participants must furnish their own No. 2 pencils, erasers, and pens; they may use their own non-graphing calculators. No reference materials will be allowed.
- ✎ Only the six (6) participants with the highest written test scores will advance to the interview.

**Interviews**

- ✎ Six (6) finalists will be scheduled for a ten-minute (10) simulated interview.
- ✎ Participants will draw for assigned times for their ten-minute (10) interview.

**PROCEDURES (Continued)****JUDGING**

The written objective test will be machine graded.

A weighting of 2/3 from the score of the initial interview rating sheet and 1/3 from the objective test score will determine the winner. In the case of a tie, the test score will be used to determine the final rank.

Judges will be given copies of all participants' application materials. No other items may be brought to the interview or left with the judges.

**AWARDS**

A plaque is presented to the first place winner. Certificates are given to winners of second through fifth places.

**PARTICIPATION AT NATIONAL**

The participants winning first and second place are eligible to represent the state chapter at the National Leadership Conference.

# RATING SHEET – MISSOURI PBL



Rank \_\_\_\_\_

\_\_\_\_\_  
Name/School

## Future Business Executive

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Interview</b>					
Poise, maturity, and attitude	0	1-5	6-10	11-15	
Self-confidence, initiative, and assertiveness	0	1-5	6-10	11-15	
Communication skills	0	1-5	6-10	11-15	
Professional appearance (grooming and appropriate business attire)	0	1-5	6-10	11-15	
<b>Leadership Ability/Executive Potential</b>					
Participation/leadership in FBLA-PBL	0	1-5	6-10	11-15	
Participation in other school and/or community organizations	0	1-3	4-7	8-10	
Demonstration of outstanding achievement	0	1-3	4-7	8-10	
Career knowledge and career plans	0	1-5	6-10	11-15	
<b>Writing Exercise and Application Materials</b>					
Effectiveness of writing exercise	0	1-7	8-14	15-20	
Effectiveness of application materials (resume and letter of application)	0	1-5	6-10	11-15	
Clear and precise presentation including correct grammar, punctuation, spelling, and use of an acceptable business format	0	1-2	3-4	5	

Interview Points \_\_\_\_\_/150 max.

**Penalty Points.** Deduct up to ten (10) points for failure to fully follow the guidelines. \_\_\_\_\_

**Dress Code Penalty:** Deduct five (5) points when dress code is not followed. \_\_\_\_\_

Final Score \_\_\_\_\_/150 max.

**Comments:**

# **RANKING SHEET – MISSOURI PBL**

## *FUTURE BUSINESS EXECUTIVE*

NAME OF SCHOOL	RANK ON OBJECTIVE TEST	RANK BY JUDGE	RANK BY JUDGE	RANK BY JUDGE	TOTAL	FINAL RANK (Smaller Number Wins)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

In the event of a tie, the tie will be broken by awarding the higher rank to the person who received more small numbers from the judges.

↓ ↓     ✓ **Winner**  
**Example:**   1 2 6 = 9   2  
    } **Tied for second place**  
    2 3 4 = 9   2

If tie remains after this step, judges will make a decision as to the rank to be assigned to the participants.